

Microsoft Word Pretest

PRINT THIS TEST.

Select the **best response** for each of the questions/statements by circling the letter preceding the answer.

1. When grouping several items together what tool bar must be opened?
 - A. Standard
 - B. Formatting
 - C. Picture
 - D. Drawing
2. What tool bar is used to turn on the grid?
 - A. Formatting
 - B. Drawing
 - C. Standard
 - D. Mark-up
3. What menu do you use to turn on or off a tool bar?
 - A. Insert menu
 - B. View menu
 - C. Tools menu
 - D. Format menu
4. What is the toolbar that contains the font, font size and font style?
 - A. Standard
 - B. Text
 - C. Drawing
 - D. Formatting
5. In order to move a picture/clip art in a document you must do the following:
 - A. Left click the image, then Right click, select format, select layout, and then select in front of text
 - B. Left click the image, then select format menu, select layout, then select in front of text
 - C. Left click the image, then select edit menu, select edit all, and then move the image
 - D. Left click the image, then select tools menu, select options, select edit, and then move the image

6. What menu do you use to do a word count on your document?
- A. Format
 - B. View
 - C. Edit
 - D. Tools
7. Word documents are saved with what file extension?
- A. .txt
 - B. .jpg
 - C. .doc
 - D. .wpd
8. A word that is underlined in RED after you have typed it means the word is _____.
- A. not capitalized
 - B. not proper grammar
 - C. not in the proper place
 - D. not spelled correctly
9. What menu is used to turn off the drawing canvas?
- A. Tools
 - B. View
 - C. Insert
 - D. Edit
10. What toolbar must be open to insert word art in a document?
- A. Formatting
 - B. Drawing
 - C. Standard
 - D. Picture